



**Town of Arlington, Massachusetts**  
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## **Library Trustees Minutes 01/10/2006**

Robbins Library Board of Trustees  
January 10, 2006

### Call to Order

The meeting was called to order at 7:20 PM. Attending were trustees David Castiglioni, Patricia Deal, Katharine Fennelly, Barbara Muldoon, Frank Murphy, Joyce Radochia and Susan Ruderman. Also attending were library director Maryellen Loud and assistant director Cynthia Diminture.

### Approval of Minutes

Ms. Fennelly made a motion; seconded by Mr. Murphy, to approve the minutes of the December 13, 2005 meeting. Passed unanimously.

### Communications

1. Richard Duffy told Jennifer DeRemer, Head of Adult Services, that he is writing a book entitled "Arlington Then and Now" for the town's upcoming bicentennial celebration. The expected publication date is September and the plan is for a portion of the proceeds from the sale to benefit the library. He would like the Trustees and/or the Friends of the Library to sponsor a kick-off event with him as the speaker. Books would be made available for sale. The consensus of the Board was to support this endeavor in any way, including the sale of books.
2. The New York Times sent a plaque commemorating Branch Librarian Page Lindsay's designation as "Librarian of the Year" by the newspaper. It will be hung in the Fox Branch Library.

### Director's Report

The trustees reviewed the written report. Questions were raised about the wireless project, a color coding system for new books, the elevator repair and proposed staffing for the period after the retirement of the Branch Librarian.

### FY07 Budget Update

Ms. Loud apprised the Board that she met with the Town Manager regarding the status of the proposed budget. All new submitted requests were eliminated. The Manager's office increased the utilities line item request by \$23,500. The line items for microfilm, sound recordings and books have received minimal increases. The repair and maintenance budget has been level-funded.

### Fundraising

Effective January 1, 2006, the Robbins Library Foundation is in existence as an incorporated entity. An application has been made to the Internal Revenue Service to declare the corporation a non-profit entity. Approximately \$18,000 has been received thus far in response to the recent fundraising solicitation. Ms. Ruderman suggests a follow-up appeal.

The development/fundraising sub-committee will meet soon to devise future strategies. Another discussion took place about the use of eTapestry, a fundraising application service provider. Ms. Ruderman will investigate a funding commitment for this from the Gates Foundation. Trustees discussed future funding for this. Ms. Fennelly made a motion; seconded by Ms. Radochia, to appropriate up to \$500 to explore the initiation of the eTapestry system. Passed unanimously. A significant number of donations have been received in memory of an Arlington resident who recently died. Ms. Loud is conferring with the family regarding how the money will be spent.

#### Mid-Year Report of the Trust Fund Liaison

Ms. Muldoon reported that many allocations remain unspent due to staff shortages in the Adult Services department. Ms. Loud said that this should change soon now that there is a full complement of staff. Technical processing and branch materials line items have been mostly spent down. Non-fiction DVDs have been purchased, circulating art prints have been repaired and the staff recognition money has been spent. A further report will take place at the April meeting. The bulk of staff development funds will be spent to send staff to the Public Library Association Conference in Boston in March.

#### Mid-Year Report of the Russell Fund Liaison

Mr. Castiglioni distributed a spreadsheet showing Russell Fund spending to date. Approximately one half of the allocation for the year (\$40,000) has been spent (\$19,168). Categories with funds remaining include YA programs and the coordinator's salary. Ms. Loud reported that there has been a transition period between coordinators and that three programs for young adults have now been scheduled. The amount remaining for the fiscal year is \$20,831.45.

#### Policy on Trust Funds

Ms. Muldoon led a continued discussion of the trust fund policies. A question before the Board is how to configure the spending of endowed funds that have no expressed limitations. She informed the other trustees that the Massachusetts legislature passed the Massachusetts Uniform Principal and Income Act in November 2005, effective January 1, 2006. Its provisions may impact many of the library's trusts and Ms. Muldoon feels that the Board should defer any policy statement until the provisions of the legislation are clarified. Ms. Loud offered several suggestions for projects that could make use of these funds, such as space planning for the audio-visual collections, circulation desk improvements/redesign to address repetitive motion issues, possible security system replacement and matching funds for LSTA grants for which the library is planning to apply.

#### Mid-Year Review of Trustee and Administrative Goals

This topic was deferred until the February meeting.

#### Annual Report

Ms. Loud distributed a draft of the annual report. Mr. Murphy suggested the inclusion of a table(s) comparing service statistics to budget and personnel figures. Ms. Fennelly made a motion; seconded by Ms. Deal, to approve the annual report. Passed unanimously.

#### Community Room Use

There was a request from an individual to use the Community Room to conduct free classes relating to Ralph Waldo Emerson. The Board agreed not to make an exception to the meeting room policy, but will continue to decide on policy exceptions on a case-by-case basis, at the request of the library director.

#### Author Program

Ms. Deal will report on this at the February meeting.

### Memorial Recognition

The concept of a lecture series in honor of Margaret Spengler will be brought before the Selectmen. Ms. Loud will secure a position on the agenda and Ms. Radochia will make the presentation.

### Adjournment

The meeting was adjourned at 9:35 PM on a motion by Ms. Fennelly; seconded by Ms. Deal. The next meeting will be held on Tuesday, February 14<sup>th</sup> at 7:15 PM.

Respectfully submitted,

Cynthia Diminture